



AWS WeatherBug Homeland Security Certification

Site Data Collection Packet

Submission V	Veb Page: www.aws.com/sitedata
Login ID	
Password	

Important!!!
Please complete as soon as possible!!!

AWS Convergence Technologies, Inc. www.aws.com

Hello!

In September 2001, President Bush asked American business owners to join the fight against terrorism and help protect America. By completing and submitting this Homeland Security site data for your WeatherBug weather station, you take the first step in becoming part of the WeatherBug Homeland Security Network, a partnership that allows the National Weather Service (NWS) to access real time data collected by WeatherBug weather stations in a time of emergency or disaster.

This partnership is important because weather has long played a vital role in the government's ability to respond to major disasters, helping them determine which municipalities to evacuate in which order, select the best approach routes for police and firefighters, and choose the type of equipment to dispatch to a disaster site.

This certification process consists of completing the enclosed certification questionnaire and taking the requested photos of your site to identify any site characteristics that may affect your weather station's weather data. This process should take approximately 45 minutes and will also ensure that your weather station is functioning properly and communicating with the weather network on a consistent basis.

After completing the form, you can submit your site certification data through our web page www.aws.com/sitedata. Log into the website using the Station ID and Customer Number found on your Packing List.

SAMPLE PACKING LIST Station ID and **Customer Number** AWS Convergence Technologies, Inc. Packing List Purcha se Order No: station ID AWSHD A.W. Smith Elementary 2-5 Metropolitan Court Gaithersburg, MD 20878 Stephanie WeatherBug SHIPPED TO CUSTOMER Phone Number: 800-624-4205 Order Number UPS Ground Shipping Method Part Number Ordered Shipped Platinum WeatherBug Achieve Package 153 Sensor Shelter (6 Cone) 129 Remote Temperature/Relative Humidity (TRH) Senso BBB Power Supply Cable Ties 210 Power Strip iueBugBox -#BBB ______Rain Gauge 200 ft. Data Cable UV 108 132 119 Wind Sen Weather Station Resource CD 1180 Weather Station Quick Install Guide 12 Month Subscription to WeatherBug Achieve 850 Data Cable Clip CAT 5 Network Cable 850 12 Month Subscription to WeatherBug Achieve

2

If you are unable to obtain your Station ID and Customer Number from the Packing List please call Technical Support at 1-800-624-4205. Please utilize a digital camera to take the requested photos and e-mail the JPG photo files to support@aws.com.

By completing and submitting this site certification data, your weather station data and site data will be reviewed to ensure your WeatherBug weather station is installed properly and communicating accurate weather data to the WeatherBug Homeland Security Network.

Thank you for collecting this important site data. Please allow 6-8 weeks after the date of submission for the processing and review of your site data for complete certification.

Sincerely,

Bart Lewis, Jr.

Manager, Network Operations and Support





Overview of Site Data Collection Process

The 5-step site data collection process is illustrated below:

1	2	3	4	5
Gather Materials, Review Safety Guidelines, and Review Photo Tips	Take Photos from Ground and Complete Site Structure Data	Complete Site Sensor Data, Measurements, and Photos	Complete Inside Equipment Data and Contact Information	Submit Completed Data to AWS and Email Photos to support@aws.com

Please read through this entire document before you begin!

STEP 1. Gather Materials, Review Safety Guidelines, and Review Photo Tips

To complete this package you will need the following:

- Digital camera to take photographs of weather station from various angles
- Compass to determine the direction that the wind sensor is pointing and to identify North, East, South, and West to take photographs
- Email access to email digital photos to support@aws.com
- Tape measure or yardstick to measure heights and distances

If your weather station is located on the roof of your building, we ask that you go up on the roof during Step 3 to take the requested photos and to complete that portion of the data collection form. If this applies to your situation, use caution while on the roof. SAFETY FIRST! Make sure roof is clear of ice, snow, and water.

Before you start taking photos and collecting data about your site, please keep these tips in mind:

- Take only the photos requested in the data collection form. Please take photos in the sequence listed on this form i.e., Photo #1, Photo #2, etc.
- Make sure the sun is not in direct view as you are taking the photos. The photos will be over-exposed, rendering them useless.
- Make sure there is **adequate lighting** while taking the pictures.
- The photos will become the property of AWS. Photos other than the ones requested are of no value to AWS.

Need Help? Call 1-800-624-4205 for Technical Support

STEP 2. Take Photos from Ground and Complete Site Structure Data

Please walk outside and complete the following:

Place a checkmark in the box for each numbered item as it is completed.

1. **PHOTO #1** - Take a photo of something **outdoors** to clearly identify your school/company (i.e. sign, banner, logo, etc). Please ensure that the logo/words will be legible to identify your school/company from the photograph.



Sample Photo

There are many schools with similar names in our network of 6,000+ weather stations (e.g. Washington Elementary School, North Middle School, etc.). To help us match your photos with the information you're collecting on this form, please use a dark marker to write your 5 or 6 character Login ID (provided on cover letter) in ALL CAPS on the back of the last page of this form. Then place this ID paper about 5 feet in front of the camera with your school/company sign in the background about 10 feet away.

2. **PHOTO #2** - Take a **close-up** photo from the **ground** looking up at the weather station. The photo should show the full mast as large as possible.



Sample Photo

3. **PHOTO #3** - Take another photo from the **ground** from a different angle looking up at the weather station. The photo should show the weather station mast and a portion of the surrounding area/building from the ground to the top of the mast.



Sample Photo

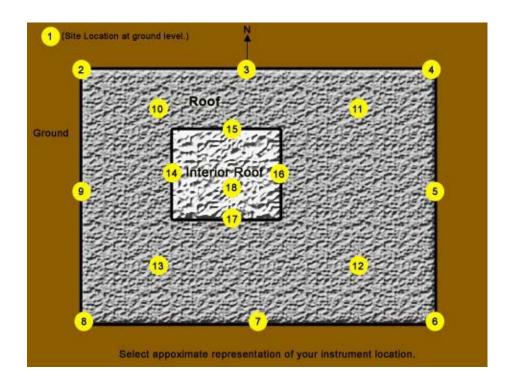
Please take photos of the requested subjects as close to the subject as possible during optimal daytime outdoor light conditions.

- Place a checkmark in the box for each numbered item as it is completed.
- 4. Where is the outdoor sensor mast mounted? (circle one)
 - a. Not on the building (on the ground)
 - b. 1st story roof
 - c. 2nd story roof
 - d. 3rd story roof or above
 - e. In a stadium
- 5. What direction does the nearest exterior wall to the sensor mast face? (circle one)
 - a. North

c. East

- b. NorthEast
- d. SouthEast

- e. South
- f. SouthWest
- g. West
- h. NorthWest
- 6. Where is the sensor mast mounted? (circle one)
 - a. Mounted in the middle of the roof (I can walk around station)
 - b. Mounted to exterior building wall
 - c. Mounted to structure on interior of building roof
 - d. Mounted in the ground (not on a building)
- 7. Which number best represents the site location of the sensor mast? Write number here and circle the numbered circle below.



Place a checkmark in the box for each numbered item as it is completed.
8. If your sensor mast is mounted to a wall, which best describes the WALL material where your sensor mast is mounted? (circle one) a. Brick/stone b. Wood c. Siding (aluminum, vinyl, etc.) d. Cinderblock/stucco e. Other: f. N/A: Sensor mast is mounted directly on the roof or in the ground.
 9. Which best describes the WALL color where your sensor mast is mounted? (circle one) a. Brick Red b. Brown c. Tan d. White/Light Gray e. Black f. Dark color (green, blue, etc.) g. Light color (yellow, pink, etc) h. N/A: Sensor mast is mounted directly on the roof or in the ground.

STEP 3. Complete Site Sensor Data, Measurements, and Photos

_	o the mast containing the weather station sensors and con If your mast is mounted on the roof, please go to the roof.	nplete the following
	a checkmark in the box for each numbered item as it is con	mpleted.
10.	PHOTO #4 - Take a photo of the ground or roof material at the base of the mast.	Sample Photo
11.	Which best describes the ROOF material nearest (circle one) a. Asphalt b. Stone c. Metal (tin, steel, etc.) d. Tar e. Tar Roof Shingles f. Wood Shakes/Shingles g. Rubber h. Other: i. N/A: Sensor mast is mounted in the ground.	your sensor mast
12.	Which best describes the ROOF color nearest you (circle one) a. Brick Red b. Brown c. Tan	r sensor mast?

d. White/Light Gray

f. Dark color (green, blue, etc.)g. Light color (yellow, pink, etc

h. N/A: Sensor mast is mounted in the ground.

e. Black

Place a checkmark in the box for each numbered item as it is completed.	
13. How high is the ROOF where the sensor mast is installed above the GROUND? If the sensor mast is mounted in the GROUND, enter 0 (zero).	
feet above the GROUND	
14. How high is the Temperature Sensor (in the sensor shelter) above the ground or nearest roof where the base of the mast is located (recommended height is at least 8 feet)?	
feet above ground or nearest roof level where base of mast is located The top of the sensor shelter should be at lea 8 feet above ground/room to the sensor shelter should be at lea 8 feet above ground/room to the sensor shelter should be at lea 8 feet above ground/room to the sensor shelter should be at lea 8 feet above ground/room to the sensor shelter should be at lea 8 feet above ground/room to the sensor shelter should be at lea 8 feet above ground/room to the sensor shelter should be at lea 8 feet above ground/room to the sensor shelter should be at lea 8 feet above ground/room to the sensor shelter should be at lea 8 feet above ground/room to the sensor shelter should be at lea 8 feet above ground/room to the sensor shelter should be at lea 8 feet above ground/room to the sensor shelter should be at lea 8 feet above ground/room to the sensor shelter should be at lea 8 feet above ground/room to the sensor shelter should be at lea 8 feet above ground/room to the sensor shelter s	st
If your Temperature Sensor (in the sensor shelter) is on a mast mounted at the top of a wall, please ensure the Temperature Sensor is positioned away from the nearest roof to obtain optimal air circulation through the sensor shelter. Please ensure the Rain Gauge is NOT directly below the Temperature Sensor so that falling rain can fall directly in the Rain Gauge.	
15. How high is the Wind Sensor above the ground or nearest roof where the base of the mast is located (recommended height is at least 10 feet)?	
Measure to Propeller Sty feet above ground or nearest roof Hub	⁄le
level where base of mast is located HUB	
Measure to Cup Style H	ub
16. Specify the type of Wind Sensor used on your sensor mast? (circle one)	
 a. Propeller Style b. Cup Style All new weather stations use Propeller style wind sensors. 	

- Place a checkmark in the box for each numbered item as it is completed.
- 17. Using the enclosed compass (see note below), check the installed orientation of your Wind Sensor. My Wind Sensor is currently pointing in the following direction:
 - a. North
 - b. NorthEast
 - c. East (desired for Cup style mounting arm)
 - d. SouthEast
 - e. South (desired for Propeller style black box)
 - f. SouthWest
 - g. West
 - h. NorthWest

Please shake the compass and let it settle before using it. The compass arrow will always point toward North. Please check directions twice.



Propeller Style Black Junction Box Should Point in the South Direction



Cup Style Mounting Arm Should Point in East Direction

- 18. If your Wind Sensor is not pointing in the proper direction, please try to adjust the installed direction to the proper orientation, then complete the following:
 - a. My Wind Sensor is pointing in the proper direction
 - b. My Wind Sensor was NOT pointing in the proper direction, but I repositioned it so that it is pointing in the proper direction.
 - c. My Wind Sensor was NOT pointing in the proper direction, but I CANNOT reposition it so that it is pointing in the proper direction.

NOTE: If there is no way to reposition the Wind Sensor to the proper direction, this completed/submitted form will trigger AWS to adjust for the difference in our software using the answers you provided in the previous questions.

Place	a checkmark in the box for each numbered item as	s it is completed.
19.	PHOTO #5 - Use the enclosed compass to determine the NORTH direction. Please remove the last page of this packet, fold it so NORTH is showing, and hold the paper so NORTH is displayed in the photo. Then stand beside the sensor mast and take a photo facing away from the mast in the NORTH direction.	North Sample Photo
	Please shake the compass and let it settle before will always point toward North. Please check direct	•
20.	PHOTO #6 - Repeat the above step to take a photo in the SOUTH direction.	South Sample Photo
21.	PHOTO #7 - Repeat the above step to take a photo in the WEST direction.	Sample Photo
22.	PHOTO #8 - Repeat the above step to take a photo in the EAST direction.	East

Sample Photo

Place	a checkmark in the box for each numbered item as it is completed.
23.	Looking NORTH, what is the distance to the closest WIND obstructions (such as trees, buildings or other parts of buildings, rooftop structures such as satellite dishes, etc.)? Please describe your NORTH direction view in the space provided below.
	feet to nearest obstruction. Enter 1,500 if closest obstruction is more than 1,500 feet away.
	The closest obstructions in the NORTH direction are:
24.	Looking SOUTH, what is the distance to the closest WIND obstructions? Please describe your SOUTH direction view in the space provided below.
	feet to nearest obstruction. Enter 1,500 if closest obstruction is more than $1,500$ feet away.
	The closest obstructions in the SOUTH direction are:
25.	Looking WEST, what is the distance to the closest WIND obstructions? Please describe your WEST direction view in the space provided below.
	feet to nearest obstruction. Enter 1,500 if closest obstruction is more than 1,500 feet away.
	The closest obstructions in the WEST direction are:
26.	Looking EAST, what is the distance to the closest WIND obstructions? Please describe your EAST direction view in the space provided below.
	feet to nearest obstruction. Enter 1,500 if closest obstruction is more than 1,500 feet away.
	The closest obstructions in the EAST direction are:

Place a	a checkmark in the box	for each numbered item as it is	completed.
27.	units, exhaust pipes exists within 100 fee	heat sources (such as: vents, chimneys, solar panels, etc.) et, please enter 0 (zero). Please et in the space provided belo	e. If no heat source se describe any heat
	source is more than 10	t to nearest heat source. Enter 00 feet away	0 (zero) if closest heat
	The closest heat source	ee(s) are:	
28.	from TWO different (assuming your weat the roof). One photo of the mast with all photo should show to to any significant root	- Please take TWO photos locations on the roof ther station is installed on should be a close-up shot sensors showing. The other he weather station relative of structures or heat/vent fect the weather station	
		abjects in photos and the view os in the space provided	
	Photo 9 is looking	(direction) and	Sample Photos
	shows Photo 10 is looking	(direction) and	
	shows		
29.	If you have a Weather point? (circle one)	er Station Camera, which dire	ection does the camera
	a. Northb. NorthEastc. Eastd. SouthEaste. Southf. SouthWest	 h. NorthWest i. We do not currently have a but would like to learn more to our weather station j. We do not currently have a and have no interest at thi 	re about adding a camera Weather Station Camera

g. West

Place	a checkmark in the box for each numbered item as it	is completed.
30.	PHOTOS #11 & #12 - Using your TWO remaining photos, please retake any photos that may not have turned out well or take photos that will further illustrate the characteristics of your site, such as: sensor close-up, camera mounting, aerial photo, other obstructions or heat/vent sources, etc.	Photo of an aerial photo
	Please describe any subjects in the photos and the view direction for the photos in the space provided below. Photo 11 is looking (direction) and	
	Shows Photo 12 is looking (direction) and	Photo of Weather Station Camera Mounting
	shows	
31.	Please refer to the Rain Gauge Check and Clean instructions on the next page to check and clean your Rain Gauge, then choose an answer to describe what you found and did: a. I removed debris that was clogging the Rain Gauge funnel hole and bottom drain holes. I tested the Rain Gauge and it is working properly. b. I removed debris that was clogging the Rain Gauge funnel hole and bottom drain holes. I tested the Rain Gauge and it is NOT working properly. c. My Rain Gauge was NOT clogged. I tested the Rain Gauge and it is working properly. d. My Rain Gauge does NOT appear to be clogged. I	Funnel Hole in Top Drain Holes in Bottom Rain Gauge with Funnel Hole and Drain Holes
	did NOT test the Rain Gauge but know that it has been recording rainfall.	
32.	Please check the mast to determine if it is prone due to the wind:	e to shaking or swaying
	a. My mast is secure and shakes/sways very little.b. My mast shakes and sways and I will work to make it	t more secure.

 $\boldsymbol{c}.$ My mast shakes and sways but I will NOT be able to make it more secure.

Rain Gauge Check and Clean Instructions

It is important to check the Rain Gauge at least every 3 months to ensure that it does not get clogged with debris in the following places:

- 1. The funnel hole that funnels rain to the sensor inside the canister.
- 2. The drain holes that drain water after it has been measured.

Funnel Hole at Top of Rain Gauge

The Rain Gauge funnel will collect debris, such as: leaves, twigs, seeds, bird droppings, etc. These items may accumulate and clog the funnel hole or limit the amount of rain that is collected, causing little or no rain to be measured. All debris should be removed from the funnel periodically. The best way to unclog the funnel hole is to take a narrow/pointed object such as a toothpick or a paperclip and gently remove the clog from the hole. If the clog cannot be removed from above, then you will need to remove the four or five screws to lift off the cover so you can poke the clog out. Please be careful, as there are sensitive parts inside the case that can be easily damaged. If it has not rained for some time, spider webs and bug residue may need to be removed as they prevent the free movement of the tipping bucket sensor.

Drain Holes in Bottom of Rain Gauge

If water does not drain from inside the Rain Gauge, it will collect inside the Rain Gauge and the sensor inside may start floating and report more rain than the amount that actually fell. **Caution: Clearing drain hole clogs can cause you to get wet if the Rain Gauge is full of water.** Unclog the drain holes by poking a toothpick or paperclip up through the drain holes. If this is not working, then remove the Rain Gauge cover as described above. Look for debris or mold/mildew clogging the holes. Again please be careful, as there are sensitive parts inside the case that can be easily damaged.

Testing the Rain Gauge

After you unclog the Rain Gauge, please test it to make sure it is reading correctly. To do this, pour 8oz of water into the gauge. If the gauge is working properly, it should read 0.33 to 0.40 inches of rain. It is very important you make sure to pour the water into the Rain Gauge at a slow, even pace. Pouring the water in too fast can cause inaccurate data.

Final Steps

Please ensure the Rain Gauge cover is securely fastened and that the Rain Gauge is securely fastened to a mast that is secure. Masts that shake or sway are likely to record excessive rainfall on windy days, even if it is not actually raining. To fix this problem, the mast should be installed as securely as possible, and the Rain Gauge should be installed lower on the mast. The Rain Gauge should be approximately 5 feet above the roof or ground and should NOT be located directly beneath the Temperature Sensor.

STEP 4. Complete Inside Equipment Data and Contact Information

Please go inside where the AWS Datalogger or Master Control Unit is located and complete the last set of questions.

Place	a checkmark in the box for each numbered item as it is completed.
33.	Identify the Room # or describe the location of the DataLogger/ Master Control/ BlueBugBox and the serial # listed on the back of the box (the number following the letters DL, AW, or BBB). See the instructions and photos provided below for help when locating the serial numbers.
	Box location is:
	Box serial # is:
	Remote serial # listed on silver label on bottom of Master Control Unit is
	(applies to 1997-present Master Control Units only where box serial # begins with AW)

Locating BlueBugBox/Master Control/DataLogger Serial # and Remote

Please find your box where all the wires are connected. This is the BlueBugBox, Master Control Unit, or DataLogger, depending on the model year at your site. Please look on the back of the box for the serial number.

2005 - Present: The BlueBugBox will have a serial # in the back right corner (when viewed fro the back) that looks like "BBB-##-###", where ##-### is the serial number.

1997 – 2004: The Master Control unit will have a serial # in the back right corner (when viewed from back) that looks like "AW-####", where ##### is the serial number. Then look for a silver sticker on the bottom of the box that contains a handwritten 3 or 4 digit serial number labeled as the "Remote Serial".

1993 - 1996: The DataLogger will have a serial # near the back, bottom-center part of the box (when viewed from back) that looks like "DL-#####", where ##### is the serial number. DataLoggers do not have a silver sticker with the Remote Serial number on the bottom of the unit.





Place a	checkmark in the box for each numbered item as it is completed.
34.	My method of weather data communication is: (circle one)
	a. Internet
	b. Modem, but have a PC and would like AWS to send free software and free computer cable to convert station from modem to Internet.
	c. Modem. I am not interested in converting to the Internet or do not have a PC available to connect to the Internet at this time.
<u>e</u> p c s e c	o ensure the weather station collects and communicates weather data very day of every year, the weather station equipment must remain owered and connected to the weather network by a functioning Internet connection or modem. This includes weekends, holidays, breaks, and nutdowns when schools or businesses are closed. This also includes vacuations in times of emergency - the most critical time to ensure ontinued communication of weather data for Homeland Security and mergency Management decisions. Please check one or more of the llowing that apply to your weather station:
	My weather station remains powered and connected year round.
	Policies require a shut down in power and/or connection when the facility is not occupied for short-term periods (holidays, evenings, weekends)
	Policies require a shut down in power and/or connection when the facility is not occupied for long-term periods (week-long shutdowns/breaks, summer breaks, etc.)
	Policies require a shut down in power and/or connection during emergency evacuations
	If my site has a policy requiring shut downs in power and/or Internet/modem connections, I understand the need to maintain power and data communication and will seek an exception to the policy for the weather station data.
	If my site has a policy requiring shut downs in power and/or Internet/modem connections, I understand the need to maintain power and data communication but we will NOT be able to make an exception to the policy.

NOTE: If the weather station indoor equipment is located in a portion of the building that is unpowered when the facility is unoccupied for extended periods, then please try to move the equipment to a location that is powered year round, such as a front office area.

Please provide any additional details in the Additional Notes box included with Question #38.

Place	a checkmark in the box for each numbered item as it is completed.
36.	I understand that it is important to keep my weather station communicating with the weather network. I will: (circle one)
	a. Pledge to do my best to keep the weather station functioning and communicating properly with the weather network and strive toward an 85% uptime goal and to respond to WeatherBug Maintenance Notices within one week. If my weather station will be unpowered/disconnected for facility maintenance/renovations, I will contact WeatherBug Technical Support to communicate the planned outage.
	b. I cannot commit to keeping the weather station functioning and communicating properly with the weather network and responding to notices within one week.
37.	For computer Internet connected stations, I understand that computer passwords can cause the weather station to be down for extended periods when I am not at the site to restart and log in to the computer. I will: (circle one)
	a. Place a note near the computer with the username/password or communicate this information to other backup contacts in case I am not available. I will provide names of backup contacts or locations where the log-in information is documented by typing notes in Question #38 for additional notes.
	b. Not be able to tell others my log-in information or write it down.
	c. The WeatherBug computer does not require a password or I will remove the existing username/password.
	d. We are a BlueBugBox site and do not have a computer connected to the station.e. We are a modem site and do not have a PC connected to the weather station.
38.	Please provide any additional information about your site (such as: computer type/processor/RAM [e.g. Dell/Pentium2/32MB], username/password for your WeatherBug computer, Latitude/Longitude and Elevation using GPS sensor, changes to equipment locations over life of weather station, planned relocations in future, or changes in environment/building structure since the weather station was installed or planned in the future).

NOTE: Older, less powerful computers may tend to "lock up" over a period of time when any of the following apply:

- Additional computer programs are running on the computer
- Screen savers engage
- Power management features turn off hard disk after 30 minutes of no use
- Scheduled tasks like disk defragmenters and disk/virus scans are enabled

Please indicate if any of the above issues apply to your computer.

39.	39. Please provide the following contact information. Please provide a baseline summer contact for situations when the primary contact is not available.			
Primary Point of Contact	Name			
	School/Company Name			
	Street Address			
	City	State	Zip Code	
	Mailing Address (if different)			
	City	State	Zip Code	
	School/Work Phone #		Extension	
	Fax #			
	School/Work Email			
	Home Email			
Backup Point of Contact	Name			
	School/Company Name			
	Street Address			
	City	State	Zip Code	
	Mailing Address (if different)			
	City	State	Zip Code	
	School/Work Phone #		Extension	
	Fax #			
	School/Work Email			
	Home Email			
Summer Point of Contact	Name			
	School/Company Name			
	Street Address			
	City	State	Zip Code	
	Mailing Address (if different)			
	City	State	Zip Code	
	School/Work Phone #		Extension	
	Fax#			
	School/Work Email			
	Home Email			

STEP 5. Submit Completed Data to AWS and EMail JPG Photo files to Support@aws.com

When completed, please submit your form one of these ways:

- Submit your answers using the Internet web page http://www.aws.com/sitedata
- Fax this form to 301-258-9206

Internet Submission using http://www.aws.com/sitedata website

Use the Login ID (Station ID) and Password (Customer Number) found on the Packing List or call Technical Support at 800-624-4205 to obtain information.

Note: If necessary, use leading zeros to make your Customer # that serves as your password a 5-digit number. For example, if your Customer # is 5, you would enter 00005 for the password.

Additional help is available by contacting Technical Support at 1-800-624-4205.

After you have taken all of the required pictures, save the photos as JPG files with the file name LoginID_#. For example, Photo 1 for Login ID "FRMNT" would be named FRMNT_1 while Photo 12 would be named FRMNT_12. Please email the photos to support@aws.com.

Thank you very much for your efforts to collect and submit your site certification data to AWS. This data will be used to understand the characteristics of your site and the impact these characteristics may have on your weather data. Thanks again!

Please remove this page from the packet and fold the page to display the direction you are viewing when taking the photos listed in Questions 19 through 22 (note paper held in sample photos for these questions). To help identify your school's photos, please use a dark marker to write your 5 or 6 character Login ID (Station ID) on the back of this page and take a photo of it with your school/company sign as instructed in PHOTO #1/Question #1.

NORTH

SOUTH

WEST

EAST